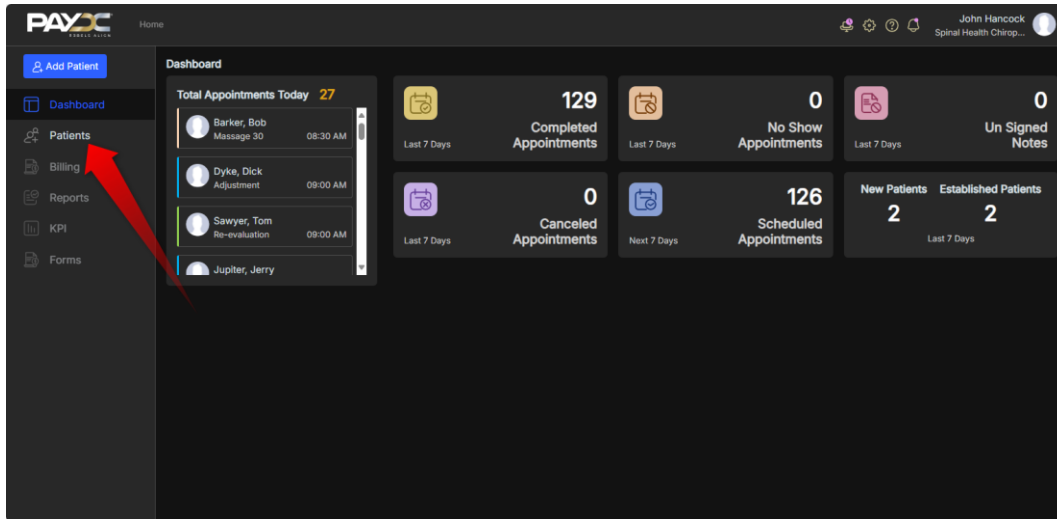
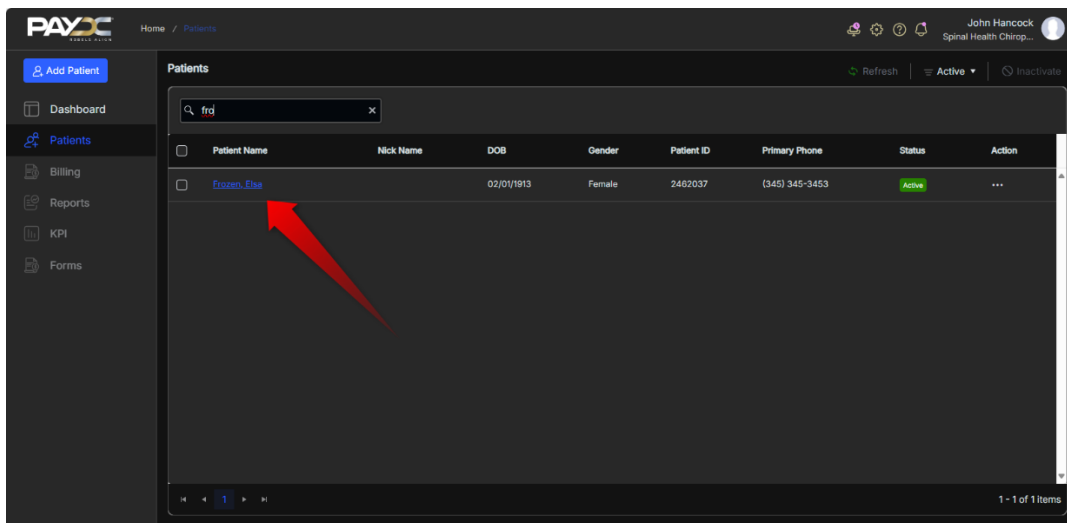


Add a Soap Note

1. Find the patient for whom you'd like to add a note.
2. Choose Patients from the main menu on the left side of your screen.



3. Start typing the patient's name into the search bar. Choose the correct patient from the list.



- Once in the patient's account, find the case you would like to add a note in and choose Add Note. You will then enter the documentation module to add the note.

The screenshot displays the PAYOC patient dashboard for Elsa Frozen. The top navigation bar includes the PAYOC logo and a breadcrumb trail: Home / Patients / Frozen, Elsa. The left sidebar contains navigation links: Add Patient, Dashboard, Patients (selected), Billing, Reports, KPI, and Forms. The main content area is titled 'Frozen, Elsa - 02/01/1913' and features tabs for Patient Dashboard, Insurance Details, File Cabinet, Payment Details, Health History Questionnaire, and Pre-Filled Forms. The Patient Dashboard section shows patient information (Frozan, Elsa, 02/01/1913, Female, Patient Balance: \$262), account details (Account Number: --, Patient ID: 2462037, Phone Number: (345) 345-3453, Email: Elsa@disney.com), and insurance details (Self Pay). To the right, there are buttons for Next Appt: N/A, Current Appt: N/A, Last Appt: N/A, Patient Payment, Create New Claim, and MeldRx Patient Invitation. A yellow box highlights a text entry area with the text 'She likes her sister.' Below this, the 'Cases' section is visible, featuring a table with columns: Case ID, Category, Date, Provider, Status, Notes, and Actions. The table contains two rows, both with an 'Add Note' link. A red arrow points to the 'Add Note' link in the second row.

Case ID	Category	Date	Provider	Status	Notes	Actions
2676962		03/19/2020		Notes Only	2	...
2676955	Commercial Insurance	03/19/2020	Hancock, John	Care Plan Pending	1/14	...